



Functional Series 100
Agency Organization and Legal Affairs

INTERIM UPDATE 09-01

SUBJECT: Annual Requirement to file the Confidential Financial Disclosure Form (OGE-450)

NEW MATERIAL: The annual filing of the Confidential Financial Disclosure Form (OGE-450).

EFFECTIVE DATE: 1/15/2009

POLICY

USAID/General Notice
GC/EA
01/15/2009

Subject: Annual Requirement to file the Confidential Financial Disclosure Form (OGE-450)

It is time for the annual filing of the Confidential Financial Disclosure Form (OGE-450). The main reason behind the confidential financial disclosure system is to assist employees and their agencies in avoiding conflicts between official duties and private financial interests or affiliations.

This reporting requirement applies only to certain non-clerical employees whose positions are classified at GS-15 or below (including FS equivalents, SGEs, PSCs, and FSNs), and whose duties include the exercise of significant discretion in certain sensitive areas, such as contracting and procurement. NOTE: PAS employees, Senior Foreign Service officers (except those serving in positions not classified as SFS), and members of the Senior Executive Service are not required to file the OGE-450, as they will be filing the SF-278 later in the Spring. Clerical employees, regardless of grade or type of appointment, need not file.

Bureau AMS's and Mission EXO's have designated those employees required to file the OGE-450 for this cycle, which covers the period from January 1, 2008 through December 31, 2008. All designated filers should complete their filings at their earliest convenience, consistent with the timelines indicated below. Any questions about designations should be directed to your AMS/EXO.

Mission EXO's and Bureau AMS officers are responsible for distributing blank Forms (OGE-450). Overseas, Executive Officers also collect and forward completed forms to

the appropriate RLA, after an intermediate review by mission controllers for certification. The RLA's will then certify and submit the forms to GC/EA. In Washington, AMS officers will collect and forward completed forms to GC/EA for certification, after an intermediate review by their bureau controller or chief program/budget officer. AMS, EXO, or Controller must complete the Date Received by Agency box located in the top left corner of the first page of the OGE-450.

The responsibilities of controllers or chief program/budget officers and RLA's in the OGE-450 process include the need to be sensitive to the fact that these reports contain personal and confidential financial information. All personnel must ensure that these reports are handled, transmitted, and maintained in a manner consistent with the Privacy Act.

The OGE-450 forms may be accessed on-line through the USAID intranet forms page (<http://inside.usaid.gov/forms/oge450.pdf>). Currently the Office of Government Ethics has approved no provisions for the forms to be electronically transferred or to accept electronic signatures. If you choose to complete your report on-line, you are still required to submit a signed and dated hard copy of the report to your AMS or EXO not later than February 17, 2009.

OGE-450 Time Line:

- Reporting period 01/01/2008 through 12/31/2008
- Due date 02/17/2009
- AMS/EXO's must send an alphabetized list of 450's received to GC/EA by 02/23/2009
- AID/W 450 forms that have received an intermediate review due to GC/EA by 02/27/2009
- Overseas 450 forms that have received both an intermediate and final review due to GC/EA by 03/13/2009

Point of Contact: Any questions concerning this Notice may be directed to Linda Greiner, GC/EA, (202) 712-0151, Room 6.6-062 or Dan Stoll, GC/EA, (202) 712-1076, Room 6.6-041.

Notice 0138

File Name	IU1_0901_012109
Notice Date	01/15/2009
Effective Date	01/15/2009
Editorial Revision Date	
ADS CD No.	
Remarks	This IU will remain on the ADS Web site for one year.

IU1_0901_012109